



## MEMORANDUM

**TO:** Public School Superintendents and Principals, Accredited Non-Public School Administrators, Charter School Administrators and Freeway School Administrators

**FROM:** Karla Carr, Manager, Data Collection and Reporting  
Gary Wallyn, Director, Accreditation, Assistance & Awards

**DATE:** August 3, 2007

**RE:** School Calendar (DOE-CL) for the 2007-08 School Year  
Student Release for Program and Professional Development 2007-2008

The 2007-08 School Calendar (DOE-CL) and the Student Release for Program and Professional Development (DOE-SRPD) have now been combined to assist schools with the calculation of parent teacher conferences and student release time for professional development.. **The submittal deadline for the new 2007-08 School Calendar (DOE-CL) is August 17, 2007.**

If both reports were completed separately, it will be necessary to review the school calendar again to ensure that your calculations are correct. Errors on reporting student release days are identified with a red asterisk, so be sure to verify the accuracy of your school calendar. The School Calendar will now remain open throughout the 2007-08 school year to allow you to enter canceled days as they occur. Updated instructions for accessing the School Calendar using your school and PIN numbers can be found at [www.doe.state.in.us/htmls/education.html](http://www.doe.state.in.us/htmls/education.html).

The amount of days and time submitted for professional development half-days and parent teacher conferences must be within the approved time parameters. The minimum hour requirement for parent teacher conferences is based upon the number of instructional days and instructional minutes per day as submitted on the school calendar. Schools that meet the minimum requirement can use up to 10 hours for grades 1-6 and up to 12 hours for grades 7-12. A school may release students on no more than six (6) half days during the school year, for no less than thirty (30) minutes a day and no more than one hundred and fifty (150) minutes on any day. The number of hours available for student release for professional development is the number of hours past the minimum requirement for each school with a maximum of 15 hours.

### Additional Assistance

Contact the following for additional information or assistance:

- DOE-CL form submittal questions: 317-234-5276.
- Instructional time or professional development requirement questions: 317-232-9060.